



C A L I F O R N I A D E P A R T M E N T O F
Mental Health

**Emily Q Settlement Team:
Accountability Structure
Implementation Strategy (ASIS)
Task Group**

**Charter
November 2008**

Version 3.00

Accountability Structure Implementation Strategy (ASIS)

Task Group Charter

Introduction	<p>The full name of this task group is the Emily Q Accountability Structure Implementation Strategy task group, or ASIS (pronounced ay-ses). The task group was proposed in October 2008 as part of the Emily Q Settlement Team Nine-Point Plan submitted to the Court on September 24, 2008. This plan was approved by the Honorable A. Howard Matz, U.S. District Judge, Central District of California, on November 14, 2008. Membership is drawn from the State Departments of Mental Health and Health Care Services, as well as county mental health plans, plaintiffs, providers, consumers and family members, and contractors. The task group was formed to create and monitor the development of an accountability structure per the approved Nine-Point Plan.</p>
Mission/Goal	<p>Develop a TBS accountability structure that achieves: 1) better outcomes, 2) an improved review process, and 3) increased utilization.</p> <p>ASIS will adopt the Emily Q Settlement Team's standard criteria for success:</p> <ul style="list-style-type: none"> • Do-able. • Not let the perfect be the enemy of the good. • Within the law and Court Order. • Increase utilization. • Decrease disproportionality between counties. • Evidence of improvement: Quantitative and qualitative. • Aligned with the interests. • Simplicity. • Sustainability. • Faster service access.
Guiding Principles	<ul style="list-style-type: none"> • A focus on practice and quality improvement rather than compliance and disallowances, which have proven ineffective • Achieving the greatest good for the greatest number of Emily Q class members • Accountability to the class, the Court Order, and Medi-Cal requirements; • Inter-agency collaboration; • Key outcomes with best practices and measures; • Information that is accessible, reliable, valid, meaningful, understandable, and that have maximum value and utility to all stakeholders; and • Involving family members in the accountability structure.

Task Force Objectives	<ul style="list-style-type: none"> • The TBS Accountability Structure requires that CDMH work with all county MHPs through a continuous quality improvement process designed to increase Emily Q class access to appropriate TBS services. • The plan identifies core minimum data elements that document TBS access, utilization, and behavioral and institutional risk. • Sufficient accountability structures will be in place to accurately and effectively monitor all county MHPs and provide transparency and visibility to the Court and all other stakeholders; • Better data reporting and decision making; • Increased and improved TBS in all counties. • The Special Master will assign MHPs to Level I or Level II, depending on several factors, such as size, rural nature and TBS utilization. • The Special Master shall monitor TBS Utilization in small and rural counties.
Workgroup Organization	<p>The Executive Sponsor for this task group is:</p> <ul style="list-style-type: none"> • Stan Bajorin, Acting Chief Deputy Director, DMH <p>The Chair of this task group is:</p> <ul style="list-style-type: none"> • Sean Tracy, Chief – Office of Strategic Planning and Policy, DMH <p>The lead analyst for this task group is:</p> <ul style="list-style-type: none"> • Catherine Hendon, Analyst – Office of Strategic Planning and Policy, DMH
Deliverables	<ul style="list-style-type: none"> • The TBS accountability process will begin in January 2009 and continue until December 31, 2010 at which time it is contemplated the Court would terminate jurisdiction. • It is expected that CDMH will provide additional support, administrative direction, and graduated consequences for Level II counties to be determined in the exit criteria that will be developed by January, 2009 • Document progress as the task group moves toward an accountability structure. • A formal accountability structure implementation strategy. • A plan to communicate this strategy to the larger Emily Q Settlement Team. • Special reports and presentations as determined by task group members.
Scope Inclusions	<p>Accountability focuses on four key questions:</p> <ol style="list-style-type: none"> 1. Are the children and youth in the county who are Emily Q class members and who would benefit from TBS, getting TBS? 2. Are the children and youth who get TBS experiencing the intended benefits? 3. What alternatives to TBS are being provided in the county? 4. What can be done to improve the use of TBS and/or alternative behavioral support services in the county?

Stakeholders	<ul style="list-style-type: none"> • Counties • Courts • Department of Health Care Services • Department of Mental Health • Family and Youth • Plaintiffs • Providers • Special Master/Court • TBS class
Authority	<ul style="list-style-type: none"> • Under the Order of the Honorable A. Howard Matz, U.S. District Judge, Central District of California, a Nine-Point Implementation Plan was approved and specific contractors authorized to carry out this work. The order and Plan can be found on the DMH website. • This ASIS task group is directly implementing Point 3 of the approved Plan.
Member Roles and Responsibilities	<p>The task group is responsible for providing the deliverables specified in this Charter. As such, members are asked to:</p> <ul style="list-style-type: none"> • Participate fully in monthly meetings. • Read and consider materials to prepare for task group Meetings. • Complete assignments. • Provide expertise, guidance, and organizational information. • Bring issues and information that impact the task group to the table. • Work in a collaborative, constructive, and thoughtful manner. • Inform members of any administrative, legal, regulatory, political, or program issues that can support or detract from the task group mission and success.
Workgroup Management	<ul style="list-style-type: none"> • The details of the project management process are to be defined by the task group Chair. • Members will identify business needs, documentation, and processes that will support the task group's success. • The task group will conduct evaluations every 3 months to determine progress, obstacles, and successes of the task group.

Communication Plan	<ul style="list-style-type: none"> Task group meetings will be held every month, prior to the larger Emily Q Settlement Team meetings. Any reports or updates produced will be communicated to the Emily Q Settlement Team. The chair and task group analyst will make every effort to inform and communicate with other initiatives impacting the task group mission/goal. The DMH Website will be utilized to host information about the task group. Other organizations are encouraged to link to this resource.

Task Force Roster		
Members/Signature	Organization	Title
Melinda Bird	ACLU Foundation of Southern CA	Senior Counsel
Ismael Castro	CA Attorney General's Office	Deputy Attorney General
Sophie Cabrera	DMH, State and County Programs	Chief
Olivia Celis	Los Angeles County Mental Health	Deputy Director of Child & Family Services
Lyn Farr	EMQ FamiliesFirst	Regional Vice President
David Gray	Emily Q Settlement Team	Facilitator
Marc Grimm	DMH, Statewide Eval., Data and Settlement Support	Interim Chief
Don Kingdon	CA Mental Health Director's Association	Deputy Director
Dina Kokkos-Gonzales	DHCS Waiver Unit	Chief
John Krause	DHCS	Senior Counsel
Rita McCabe	DMH, Medi-Cal and other Healthcare Benefits	Chief
Christopher Medrano	DMH, Program Compliance	Staff Mental Health Specialist
Carolynn Michaels	DMH, Program Compliance	Deputy Director
Dave Nielsen	ADP	Deputy Director
Nancy Pena	Santa Clara County Mental Health	Director
Jim Preis	Mental Health Advocacy Services, Inc.	Executive Director
Cynthia Rodriguez	DMH, Legal Services	Senior Counsel
Carol Sakai	DMH, Program Compliance	Chief
Rick Saletta	Emily Q Settlement Team	Special Master
Nicette Short	Alliance for Child and Family Services	Senior Policy Advocate
George Siler	Youth for Change	Executive Director
Zoey Todd	DMH, Children and Family Program Policy	Chief
Sean Tracy	DMH, Strategic Planning and Policy	Chief & Task Group Chair

Task Force Roster		
Melinda Vaughn	CA Attorney General's Office	Deputy Attorney General
Barbara Zweig	DMH, Legal Services	Senior Counsel
Support Staff		
Sheila Baler	APS Healthcare	Executive Director
Catherine Hendon	DMH, Office of Strategic Planning and Policy	ASIS Lead Analyst
Sulayman Konte	DMH, Statewide Eval., Data and Settlement Support	TBS Lead Analyst
Maureen Price	DMH, Statewide Eval., Data and Settlement Support	TBS Lead Analyst
Gail Schifsky	DMH, Statewide Eval., Data and Settlement Support	Analyst

Charter Acceptance	
Executive Sponsor	Stan Bajorin, Acting Chief Deputy Director, DMH
<div> <div>Date:</div> <div>Signature:</div> </div>	

Document Control	
Revision # / Date	Revision Description
1.00 / December 4, 2008	1 st Draft presented to Task Group
2.00 / January 8, 2009	2 nd Draft presented to Task Group, receives Task Group approval
3.00 / February 4, 2009	Task Group approves and adopts final draft